

REQUEST FOR RESTORATION OF FORFEITED ANNUAL LEAVE

23 March 88

TO: Deputy Director for Compensation, Automation and Planning, OP

FROM: Deputy Director, Science and Technology

SUBJECT: Request for Restoration of 80 hours of forfeited annual
(no.)leave for
(employee name) (employee number)

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RESTORATION IS REQUESTED UNDER (check one):/ / ADMINISTRATIVE ERROR - (Used when supervisor has not followed procedures to have exigency of public business declared)/x/ EXIGENCY OF PUBLIC BUSINESS - (Used when an exigency is declared by an Operating Official in writing, in advance of scheduled leave)/ / ILLNESS - (Used when time or duration of illness prevents rescheduling before the end of the year)THE FOLLOWING INFORMATION MUST BE COMPLETED IN ALL CASES:

Date(s) leave was requested/approved (Attach SF 71 or written request)	12NOV87	
Date(s) leave was to commence/end	17DEC87	31DEC87
Total number of hours requested	80	
Date(s) leave was cancelled (attach cancellation, exigency, or Dr.'s Certificate)	1DEC87	
Date(s) of leave cancelled	17DEC87 TO 31DEC87	
Total number of hours cancelled	80	
Total number of hours forfeited	80	

Reason leave was cancelled:

Due to implementation of Foreign Broadcast Automation System (FBA-1) at Bangkok Bureau. (See attached transmittal, 1 DEC 87)

Reason leave was not rescheduled (explain why for all periods remaining in the leave year that are not explained in cancellation):

On-going implementation of FBA-1 at Bureau

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 Acting Director, FBIS

APPROVED:

Deputy Director for Compensation, Automation and Planning

(For additional information, call OP, Regulations and Policy Review Branch on secure)

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